

Arizona Department of Juvenile Corrections
General Operating Procedure
Medical and Behavioral Health Services

PROCEDURE NO. 3100.11	REF. POLICY NO. 3100	EFFECTIVE: 06/24/04 PRIOR ISSUE: 04/18/03
TITLE: Pharmacy and Therapeutic Committee/Management of Pharmaceuticals	AUTHORIZED: W. Dean Neitzke, Program Administrator, Medical and Behavioral Health Services	

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) Medical and Behavioral Health Services Division shall ensure that Pharmaceutical Services are sufficient to meet the needs of ADJC juveniles in the secure care facilities in accordance with all legal requirements and that all employees understand and comply with the proper state and federal regulations regarding procuring, prescribing, dispensing, administering, disposing, and handling of all pharmaceuticals. Oversight by ADJC's Pharmacy and Therapeutic Committee shall ensure development and surveillance of pharmacy policies, practices, and drug utilization within the secure facility environment.

II. Definitions:

Formulary: List of pharmaceuticals that are available to authorized prescribers at ADJC secure care facilities. Includes Non-Legend Medication.

Non-legend Medications: Medications that do not require a prescription by law or regulation, and are commonly referred to as over-the-counter drugs.

Procurement: The system for ordering medications for the facility.

Dispensing: The placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the patient, the contents of the container, and all other vital information needed to facilitate correct drug administration. State law controls the scope of authority of a physician or other clinicians dispensing medication.

Medication Distribution: The system for delivering, storing, and accounting for medications from the source of supply to the nursing station or point where they are administered to the patient.

Medication Accounting: The act of recording, summarizing, analyzing, verifying, and reporting medication usage.

Medication Administration: The act in which a single dose of an identified drug is given to a patient.

Disposal: (a) The destruction of medication on its expiration date or when retention is no longer necessary or suitable (e.g., upon the discharge of the patient from the facility), or (b) the provision of medication to the juvenile upon his/her discharge from the facility (in line with the continuity-of-care principle).

DEA-Controlled Substances: The medications that come under the jurisdiction of the Federal Controlled Substances Act. They are divided into five schedules (I through V). The Drug Enforcement Administration (DEA) is the lead federal law-enforcement agency charged with the responsibility for combating drug abuse.

III. Rules:

1. **HEALTH CARE STAFF** shall ensure that all medications are stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation, and security:
 - a. **HEALTH CARE STAFF** shall ensure antiseptics, medications for external use, and disinfectants shall be stored separately from internal and injectable medications;
 - b. **HEALTH CARE STAFF** shall ensure medications requiring special storage for stability (e.g., medications that require refrigeration) shall be so stored;
 - c. **HEALTH CARE STAFF** shall ensure drug storage and medication areas are devoid of outdated, discontinued, or recalled medications.
2. **HEALTH CARE STAFF** shall ensure that an adequate and proper supply of antidotes and other emergency medications, and related information are readily available to staff to meet the needs of the facility:
 - a. Posting of the Poison Control telephone number shall be placed in areas where overdoses or toxicologic emergencies are likely.
3. **THE ADJC PHARMACIST** shall provide medications to the secure facility Health Units from the ADJC Pharmacy and ensure that all medications are dispensed in accordance with federal and state laws and ADJC General Operating Policies and Operating Procedures:
 - a. **THE ADJC HEALTH SERVICES STAFF** may obtain medication from an outside pharmacy that has been approved via authorized contract purchasing channels when timely access or availability is not possible through the ADJC Pharmacy.
4. **PHYSICIANS, PHYSICIAN'S ASSISTANTS, NURSE PRACTITIONERS, AND DENTISTS** shall order medications from the ADJC formulary:
 - a. **THE PRESCRIBING MEDICAL PROVIDERS** shall obtain non-formulary medications by making a written request of the ADJC Pharmacist as per the Pharmacy and Therapeutics Committee guidelines, Form 3100.11A;
 - b. Prescriptions of medication generated by outside community health care providers shall be subject to review and approval by the responsible **ADJC PHYSICIAN**.
5. **THE ADJC PHARMACIST** shall ensure maintenance of records necessary to ensure adequate control of and accountability for all medications.
6. **THE ADJC Pharmacist** shall provide consistent and timely feedback to ADJC practitioners regarding medication issues applicable to juveniles' medication regimen.
7. **HEALTH CARE STAFF** shall secure all medications under locks that are keyed separately from secure facility locks. **ONLY AUTHORIZED HEALTH STAFF** shall have access to the Pharmacy or medication area within each secure facility's

Health Unit.

- a. **ALL HEALTH CARE STAFF** shall ensure maximum security storage of, and accountability by use for, *Drug Enforcement Administration (DEA) controlled substances*, needles, syringes, and other abusable items.
8. **PRESCRIBING MEDICAL PROVIDERS** shall ensure the prescribing of psychotropic or behavior-modifying medications only when clinically indicated (as one facet of a program of therapy) and not for disciplinary reasons.
9. **PRESCRIBING MEDICAL PROVIDERS** shall ensure Automatic stop orders or required periodic review for all orders of DEA controlled substances, psychotropic medications, or any other drug that should be restricted because it lends itself to abuse, or for any other reason dictating that patient compliance be monitored.
10. **HEALTH CARE STAFF** shall be responsible for notifying the responsible practitioner of the impending expiration of a drug order, so that the practitioner can determine whether the drug administration is to be continued or altered.
11. **HEALTH CARE STAFF** shall ensure administration of medications only upon the order of a physician, dentist, or other authorized individual with designated privileges.
12. **A LICENSED HEALTH CARE STAFF** shall enter all prescribed medications into a Medication Administration Record (MAR) which becomes part of the juvenile's Health Record:
 - a. Start and stop dates shall be noted.
13. **HEALTH CARE STAFF** shall dispense all medications in accordance with federal and state laws and ADJC Policies and Procedures:
 - a. **HEALTH CARE STAFF** shall store all drugs in the original container as received from the ADJC pharmacy;
 - b. **A LICENSED HEALTH CARE STAFF** shall administer and document each dosage on the juvenile's Medication Administration Record (MAR);
 - c. **NON-HEALTH CARE STAFF** may administer prepared and documented dosages when Health Care Staff are not available if the ADJC approved Medication Administration Training has been completed and such training is documented in the employee's training packet.
14. During normal Pharmacy operating hours or after the Pharmacy is closed, **ONLY AUTHORIZED HEALTH CARE PERSONNEL** shall have access to the ADJC Central Pharmacy when the Pharmacist is not present:
 - a. A key to the Pharmacy shall be secured in the **BLACK CANYON SCHOOL (BCS) SECURITY OFFICE**:
 - i. In the event of an emergency and after hours' entry to the Pharmacy is required, only **AUTHORIZED HEALTH CARE STAFF** shall have access to the emergency pharmacy key.
 - b. When after hours' entry is required **there must always be at least TWO STAFF entering the pharmacy** at the same time. **One must be a HEALTH CARE STAFF member.** The second may be a **HEALTH CARE or NON-HEALTH CARE STAFF member**;
15. The following practice must be observed by the two **AUTHORIZED STAFF**

entering the Pharmacy:

- a. Enter the Pharmacy at the same time;
- b. **ALL STAFF ENTERING THE PHARMACY** shall complete, sign, and place the after-hours Pharmacy Access Log (Form 3100.11C) in a designated area in the Pharmacy. The following information on the drug(s) removed from the Pharmacy shall be recorded on this form:
 - i. Persons entering Pharmacy;
 - ii. Name of drug, dosage, and amount of drug(s) removed;
 - iii. Name of provider ordering the medication;
 - iv. Name of Patient;
 - v. Date and time of removal;
 - vi. Number of IR submitted;
 - vii. Signature of witnesses.
- d. Document the emergency in an Incident Report and forward a copy of the report to the Pharmacist.

16. **EACH SECURE FACILITY HEALTH UNIT** shall maintain an inventory of stock medication. **THE AUTHORIZED HEALTH CARE STAFF** shall:
 - a. Count, document, and replenish the stock medication inventory as per pharmacy guidelines;
 - b. Check expiration dates to ensure that all medication is within acceptable limits;
 - c. Not use the stock medication to start a juvenile on a new prescription unless the practitioner believes an emergency exists that requires immediate (stat) treatment.
 17. **HEALTH CARE STAFF** are prohibited from taking medication from one juvenile's prescriptive order to give to a second juvenile:
 - a. Medication prescribed for a specific juvenile that is not used by the juvenile shall be returned to the Central Pharmacy.
 18. **A PHARMACY AND THERAPEUTIC COMMITTEE (P&T)** shall convene on a quarterly basis for the purpose of serving as an advisory group to the Health Services practitioner staff:
 - a. **THE P & T COMMITTEE** shall oversee the development and surveillance of pharmacy policies, practices, and drug utilization within the Secure Facility environment;
 - b. Membership on the P & T Committee shall include all **ADJC PHYSICIANS, DENTISTS, and MID-LEVEL PRACTITIONERS**;
 - c. **THE ADJC PHARMACIST** shall serve as the Chairperson for the Committee and is responsible for calling the quarterly meetings, setting the agenda and documenting the business conducted at the meeting.
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